



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
2011-1432

Procedural Guideline for the Academic Process

Undergraduate

Vice - Presidency for
Academic Affairs



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Introduction

The Saudi Electronic University provides higher education based on better education models adopting applications and technologies of blended learning. It offers degrees in programs and majors aligning with the needs of the labor market and fulfilling requirements of development and lifelong learning, in order to achieve its vision by employing technology in education and contribute to the digital transformation in the Kingdom, referring to the Royal Approval of back to school face-to-face, as agreed upon by the ministries of health and education, starting from the first semester of the academic year 2021, Vice- Presidency for Academic Affairs issues this procedural guideline that includes the regulations controlling the study during the first semester of undergraduate programs as well as the regulations that concern students throughout their study path, in order to get this semester progressing smoothly along with the achievement of academic goals and learning outcomes.





Dimensions of the academic process

Education Model at the university

The Saudi Electronic University adopts the blended model of e-learning. This model requires face-to-face class attendance at a percentage of 33%-25%, including mid-term and final exams in the branch students registered. A percentage of 75% is distributed in the interaction in virtual classes, educational forums, and constant following up the contents of digital education.

Rules of the academic process during the first semester

All the Common First Year courses will be taught virtually through Blackboard. As for the colleges' courses, the study model will be both face-to-face attendance and online according to the academic schedule.

Here are more details:

Registration and Safe Return Instructions <https://seu.edu.sa/media/6262/reg.jpg>

Study model and exams

<https://seu.edu.sa/media/6261/type.jpg>

Process of submitting class and exam absence excuses <https://seu.edu.sa/media/6263/abs.jpg>

Academic calendar

The Deanship of Admission and Student Affairs has set the academic calendar for the first semester of the academic year 2021, and regulations controlling the progress of the academic process of this semester. To view the academic calendar code:

<https://seu.edu.sa/ar/calender/1443/>

P.S

We ensure the importance of students' commitment to the dates of academic procedures and other services, according to the academic calendar.

Bear in mind that applying for such service shall be in the current semester, and implementation shall be in the next one.

* Payment of tuition fees shall be through the e- portal > Financial Affairs > Payment of fees.





Academic Procedures and its rules

Academic Procedure	Brief description	Restrictions implemented on the service
Semester Postponement	Suspension of study for a specific period of time permitted by the regulations of study and examination, before course registration and charging the amount of tuition fees, students shall submit this service in the first week of study.	- Passing the Common First Year or the common semester.
Semester withdrawal	Suspension of study for a specific period of time is permitted according to the regulations of study and examination, after course registration and charging the tuition fees.	- Passing the Common First Year or the common semester - Having no dues unpaid - Having registered courses - Students can benefit from this service for two consecutive semesters or three separate ones. Being recorded in the academic record
Course Withdrawal	Dropped off the course and not complete it during the semester, Students shall register for this course to study it in the future.	- Passing the Common First Year or the common semester - Having no dues unpaid Credits shall be not less than 12 hours after dropping out of the course.





Academic Procedure	Brief description	Restrictions implemented on the service
Change major	Changing from one major into another inside or outside the college, after meeting the conditions required by the desired major	<ul style="list-style-type: none">- This service is available only twice during the study period.- Availability of major and level at the desired branch- Having no dues unpaid.- spending at least one semester in the desired college after completing the Common First Year
Change branch	Moving from one branch of the university to another	<ul style="list-style-type: none">- Availability of major and level at the desired branch- Having no dues unpaid.
Course equation	It means not willing to study some courses available at the university due to prior study in another university or college.	There are restrictions for colleges or the Deanship of the Common First Year.
English Language Equation	It means English Language Equation after registering it.	<ul style="list-style-type: none">- Service for the Common First Year or common semester students- There are restrictions for the Deanship of the Common First Year.





Academic Procedure	Brief description	Restrictions are implemented on the service.
Request for study as a visiting student at another university	Study a number of credits at another university and then ask for its equation at the university, according to the conditions including in the regulations of study and examination.	<ul style="list-style-type: none">- Passing the Common First Year or the common semester- Having no dues unpaid.
Re-enrollment	Re-enrolling dropped out or dismissed students, upon approval of the college or university council, according to their academic status, so that they can complete study and run academic and other procedures.	<ul style="list-style-type: none">- Passing the Common First Year or the common semester- Having no dues unpaid
Correct grades	Correcting the student's grade after recording it by mistake or for any other reason, after approving the allocated form by the college	
Tuition fee waiver	Exemption from tuition fees per semester for beneficiaries of social insurance and other institutions determined by the university	





Academic Procedure	Brief description	Restrictions implemented on the service
External Transfer	Transfer from the Saudi Electronic University to another according to the regulations of study and examination.	- Completing one semester at least in the university. - Having no dues unpaid.
Withdrawal from the university	Closing the student's academic record and terminating his affiliation with the university	- Having no dues unpaid
Edit personal information	The possibility of modifying his information (name - mobile number - ID – and email)	.
Submission of lecture absence excuses	Students submit an acceptable excuse for their absence from lectures	- There are restrictions for the colleges and the Deanship of the Common First Year
Submission of exam absence excuses	Students submit an acceptable excuse for their absence from mid-term and final exams.	- There are restrictions for the colleges and the Deanship of the Common First Year.





E-learning management system and its rules (Blackboard)

It is an information system that provides diverse and easy-to-use systems for managing learning, academic content, communication and online evaluation. It also helps faculty and students to interact directly and indirectly through lectures or the use of the study materials provided. In addition, it offers many services and tools that make e-learning flexible and effective. Moreover, it provides such a classroom experience beyond traditional classrooms.

Tools:

1- Course Content

- Display text information with pictures and animations.
- Documents and files related to the subject of study
- Books and references available online or that students are recommended to read.
- Links to relevant websites.



2- Communication Tools



3- Evaluation Tools



Blackboard services

Service	Description
Access to the courses	This service enables students to access and read their courses and download attachments.
Information exchange sessions	This service enables students to access extracurricular activities held at the university.
E-books	A sub-service of course tools that enables students to access e-books provided by publishers and to do activities and assignments
Instructions	This service enables students to get more information about how to use the system, its tools, and the necessary technical requirements.

For explanations of the Blackboard services, please see the tutorials on the link:

<https://seu.edu.sa/ar/blackboard-system/videos/>





Exams and grades

Process of calculating grades in the Common First Year

- **Mathematics, Computer, Academic and Communication Skills Courses:**

Distributing grades for courses of mathematics, computer, academic and communication skills is as follows:

Evaluation type	Grade
Semester projects (quizzes, assignments, discussion boards, etc.)	30
Mid-term exam	20
Final exam	50
Total	100

- Students must obtain a minimum score of 60% in order to pass the Common First Year courses.

English course:

The English course differs from the rest of the Common First Year courses as it is not calculated in the cumulative GPA, yet it is based on pass/fail grading system. The student must obtain the required score in the STEP or IELTS according to the academic program as shown in the following table:

Major	The required score to pass the English course	
	STEP	IELTS
Law and E- media	68	4.5
All other majors	83	5.5

In the event that students couldn't obtain the required score, the STEP or IELTS scores will be reduced to the minimum according to the major plus to the mid-term score, according to the requirements of the Deanship of the Common First Year. For more details, please visit the Deanship's page on the university's website: <https://seu.edu.sa/cfy>

Process of evaluation and calculating grades in the colleges

Distributing grades for all courses of the colleges is as follows:

Evaluation type	Grade
Semester projects (quizzes, assignments, discussion boards, etc.)	25
Mid-term exam	25
Final exam	50
Total	100





Electronic Exam System

Introduction

It is a platform for managing and performing on-campus computer-based exams and online exams, whether online or offline, as it ensures security and privacy and works on various devices.

Services

- The system depends on the student's access to the exam by using his own device securely.
- The system adopts artificial intelligence technology to invigilate exams remotely.
- The system helps to measure the extent to which the learning outcomes of each student are achieved.

Guidelines for Online E-Exams Using Artificial Intelligence Technology

Student information system (Banner)

It manages all functions of students and faculty members regarding university study from the moment of admission until graduation. It contains all student information, including personal information, study plan, academic record, admission decision, student status, etc.

Key services

Service	Description
Dropping off and addition	It enables students to drop off and add courses during the registration process at the beginning of each semester.
Find the course schedule	A sub-service of course registration enables students to search for a specific course or several courses appropriate to their academic schedule.
Student academic schedule	A sub-service of course registration that enables students to see their academic schedule in detail.





Suspension view	A sub-service of student records that enables students to view all suspensions that they have, whether financial or academic
Final grades	A sub-service of student records that enables students to view final grades of courses they register in.
Financial Account Summary	A sub-service of student accounts that provides students with a summary of all fees and payments related to their financial account





Internship for Undergraduate Programs

The internship course is an important part of any academic program because it allows students to practically apply the knowledge and skills acquired through the academic program and aims to help them acquire various knowledge, field experiences, and technical skills. Learning in this course covers the academic outcomes determined by the practice training form and the training agreement signed between the university and the training organization.

Process of applying for Internship

Each college adopts a process of applying for internship that is compatible with its academic programs and ensures that the required learning outcomes are achieved with the highest quality standards. And it clarifies to students the following points:

- Minimum credits required to pass
- Rules and requirements for application
- Dates and method of application

Method of evaluation used and the process of distributing grades

Each college sets its own evaluation method to clarify to students the skills, tasks, and training responsibilities required of them since the start of the course. The grades are distributed as follows:

Evaluation type	Grade
Evaluation of the faculty member regarding the student's performance and progress during the internship period	20%
College evaluation regarding the output to be delivered (such as a report or presentation)	30%
Evaluation of the field instructor regarding the student's performance and progress during the internship period	50%
Total	100





Communication media with the university

Call center SANAd - It is responsible for receiving beneficiaries' inquiries from potential students or applicants to the university, current students and faculty members, and staff in all branches, responding to them and providing them with all required information.

Given the university's interest in improving the services provided in accordance with the highest quality standards, the communication media for beneficiaries has been unified.

We are pleased to communicate with you through the following channels:

1. Phone: 0112613500
Or the national contact number “Amer Center” 199099.
2. Chatbot service: includes the smart assistant on the university website and WhatsApp on the university number 0112613500.
3. The university's account on Twitter (SEU_Care).
4. Contact us on the university's website.
5. Academic Assistant: To respond to inquiries and problems facing students.

Regulations

In order to regulate the academic process, there are a number of rules and regulations that regulate the relationship between the university and the student, as well as organizing procedures, available on the university's website. Key documents of regulations are the following:

[Regulations of Undergraduate Study and Examinations](#)

[Rules and Regulations of Undergraduate Study and Examinations](#)

[Rules for Applying Midterm & Final Exam Excuse](#)

[Course Equivalency Conditions at the Saudi Electronic University](#)

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